**EVERGREEN ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Wayne Livingston, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in ESEA.
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
* Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community.
* Involve parents and family members, in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
* Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.
* If the plan for Title I, Part A is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency.
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading.
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement  
Parental Involvement Mission Statement (Optional)**

**Evergreen Parents will: 1. Ensure their child has perfect attendance. 2. Support, monitor and encourage their child to read 30 minutes every day. They understand this skill is crucial to their child's present and future success. 3. Partner with the teacher, administration and staff to support their child.**

**Involvement of Parents**  
Evergreen elementary has a School Advisory Council (SAC) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC. Information regarding membership is sent out to families by School Newsletters, SkyLert phone messages, and other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Evergreen School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent and Family Engagement Plan (PFEP) and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Evergreen. All parent and family input is valued and documented in SAC meeting minutes. These minutes are uploaded to our school’s Title1 jump drive and maintained for monitoring purposes.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

**Coordination and Integration with Other Federal Programs**

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| **Program** | **Coordination** |
| **Voluntary Pre-K** | **The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinate meeting with parents, VPK teachers, and the kindergarten teachers to discuss the learning gains of the students, etc.** |
| **Kindergarten Registration** | **Upon registration for Kindergarten parents receive information concerning expectations for the coming year, curriculum information, and basic school information. Before the school year, parents are invited to an orientation where they will receive more specific information on what to expect for their student. The first week of school, parents are invited to walk their child to class daily to assist in this transition.** |
| **Pre-K ESE** | **Pre-K students attending Evergreen with active IEP's are provided required services through MTSS and support facilitation within the classroom setting.** |
| **HIPPY** | **Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five year old children working with their parent(s) as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers and can be contacted by interested families in our school.** |
| **Title 1** | **Parents will receive information regarding the Title 1 resource center and the mobile resource center dates at the school so that they are aware of the tools available to them to help their children from home.** |
| **Title 1 Part A** | **The school will use Title I funds to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A.** |
| **Title 1 Part C** | **The administration will contact Christina Davidson in the Migrant Department of Grants & Federal Programs office. This office will provide support to the students and families with appropriate needs.** |
| **Title II** | **Staff and faculty members will participate in district professional development opportunities.** |
| **Title III** | **The administration will coordinate with MCPS ESOL Department to identify students. ESOL paraprofessionals will provide students with the appropriate resources and support that they might need.** |
| **Title X** | **The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support that they might need.** |
| **Federal Nutrition Program** | **Guidance identifies families in need and coordinates a weekend food backpack program providing nutrition supplements.** |
| **Individuals with Disabilities Act IDEA** | **Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support will be shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.** |

**Annual Parent Meeting**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Annual Meeting before Open House PowerPoint | Principal/AP | September 13, 2017 | Surveys/Sign-in |
| Annual Meeting Notification- send announcement flyer home with all students and alert now message | Principal/AP | September 1, 2017 | Flyer; newsletter, Skylert. Documentation of annual meeting will be uploaded to school’s Title 1 jump drive and maintained for monitoring purposes. |

**Flexible Parent Meetings**

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| Evergreen Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times. Children are welcome at all evening activities. Childcare may possibly be provided.  At the annual meeting there will be discussion with parents asking specific questions including times, dates and needs of parents for parent involvement workshops, parent-teacher conferences, SAC and PTO meetings, etc. The information will be gathered and reviewed by the SAC, PTO and Leadership Committee to ensure that we are providing parents with a convenient time for parent activities.  Examples:   * The school's scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate. * Parent Training and Family Engagement Workshops (Parent Parties) are presented in the day and at evening. Refreshments or a light meal is provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event. Childcare is also available for those who are in need of this service. * SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September. * Student award ceremonies are presented during the school day at a variety of times on a quarterly basis. * The Media Center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed. * Pre-Kindergarten classes present parent programs during the school day and also in the evenings. * Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers |

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**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Parent Conference Night** | Principal | Increase student achievement through behavior redirection with assistance from parents and academic goals being set with parent as partner for teacher | 1st and 3rd nine weeks | Sign in sheets  Parent Feedback Form and conference notes |
| **Science Fair and Curriculum Night** | Assistant Principal  Academic coach | Increase student achievement in the area of science knowledge through hands on science interaction and increased parent knowledge of curriculum plans | February 6:00 - 7:30 | Sign-in Sheets  Parent surveys |
| **School-wide Reading Challenge** | Media Specialist | Increase student achievement through parent involvement in daily reading practice. Parents will be trained during parent night events and written notification from school. | August - May | Reading logs |
| **Readers are Leaders** | PDS | By providing resources to encourage and support literacy development at an early age to parents and families, grades K-2 students will make gains in reading as displayed in district assessments. | September 2017 | Agenda,  parent sign in |
| **Second Grade**  **Parent Academy** | Title I Parent Involvement Facilitator | By providing resources to encourage and support literacy/math development in second grade, students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | October, 2017-May, 2018 | Parent sign in  Parent Evaluations |

**Staff Training**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Effective conferencing with parents** | Academic coach/Dean | To improve the ability of staff to work effectively with parents so that students can reach their personal best in the classroom | September, 2017 | Parent Conference forms completed |
| **PBS Training** | Academic Coach/Dean | Improving school wide expectations and behavior by developing common language among all staff members and encouraging use in students | August 2017 | SOAR Expectation revisions, posters, tracking forms, and discipline process |
| **MTSS Training** | Guidance Counselor/School Psychologist | To assist teachers in navigating the MTSS process so that they have the ability to help struggling students and provide information to parents regarding the process so that struggling students can be identified and provided supports in order to be successful | September, 2017 | Agenda from meeting and feedback from teachers |
| **Call Log Implementation Training** | Principal | Parents are able to hear about the positive accomplishments their student is making in school and increasing parent involvement in the learning process. | August, 2017 | Call logs from teachers |
| **Fred Jones** | Assistant Principal | Implement school wide structures to reduce discipline concerns and increase achievement through group collaboration. | September 2017 | Agenda from training and feedback from teachers |
| **Parent Liaison Training** | Parent Liaison | To improve the ability of staff to work effectively with parents so that families may engage more fully in their children’s educational career. | September, 2017- April, 2018 | TNL Reports  Sign–in sheets  Evaluations |

**Other Activities**

* **A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress*.***
* **Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Student Service Manager. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.**
* **The Title I Parent Resource Center Mobile units will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, SkyLert calls, and noted on marquee/website for all parents/families.**
* **Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.**
* **Home School Connection Newsletters will be sent home monthly (Beginning Reading -Pre-K-2, Science + Math-3-5) and a link will be shared on the school's website.**
* **Our school will hold an Orientation Day in September, 2017 to increase parent awareness of the school and teachers' goals and expectations.**
* **"Safe Halloween" will allow students and parents to enjoy trick or treating in a safe atmosphere. (October 31, 2017 5:30 PM – 7:00 PM)**
* **Parent Conference Night focused on increasing student achievement through behavior redirection with assistance from parents and academic goals being set with parent as partner for teacher. This will take place during the 1st and 3rd nine weeks of the school year.**

**Communication**  
Our school will share timely information about the Title I programs including a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Initial information will be shared during the Title I Annual Meeting held September 26, 2016. 5:30 PM

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

Home visits are provided by Social Services.

Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the SkyLert telephone calling system, and the Remind Me app. Events will also be advertised on our school's marquee.

All school information is disseminated through a monthly newsletter, the schools SkyLert calling system. This is inclusive of those parents who did not attend planed events to ensure they receive all information.

**Each child in grades 3-5 will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature. District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.**

All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.

Teachers will complete a total of five positive phone calls to parents per month. Teachers, counselor, and other school personnel will maintain regular contact with parents through personal calls. Home visits to maintain communication will be provided by Social Work Services.

Translators will be provided at meetings and parent activities.

**Accessibility**  
**Evergreen Elementary is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.**

**Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our many bi-lingual staff members. Phone calls using the SkyLert messaging system will be provided in English and Spanish, by the principal and the bilingual assistant principal.**

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**Discretionary Activities (optional)**